

CBADP BOARD OF DIRECTORS MEETING MINUTES  
MARCH 1, 2012  
10:30 A.M. CENTRAL TIME, PARK PLACE CENTER, SIOUX FALLS, SD

In attendance: Robert Bogue, Linda Peitz, Diane Sevening, and Jon Hagen.

Staff in attendance: Koller and Nelson.

Guests in attendance: Amy Iversen-Pollreisz, Maria Eining (HPAP), and six students from Colorado Technical University.

Not in attendance: Kristi Spitzer, Kathy White, Kevin Joffer, and Mark Bontreger.

Bogue called the meeting to order at 11:00 a.m.

The Board recommended Nelson submit the following names to the Governor's Office as nominations to fill Kelly Johnson's vacant seat on the Board: Chris Sandvig, Michelle Majeres and Amy Hartman.

Sevening moved to approve the December 1, 2011 Board of Director's meeting minutes. Peitz seconded the motion, motion carried.

Sevening moved to approve the March 1, 2012 Board of Directors meeting agenda. Hagen seconded the motion, motion carried.

IC&RC has partnered with Hazelden to promote Focus on Integrated Treatment (FIT), an online training designed to improve practitioners' understanding of integrated treatment for co-occurring disorders. As an IC&RC Member Board, the CBADP has the opportunity to earn 50% of IC&RC's commission on every sale of FIT the CBADP generates. It is the Boards desire to review the literature provided by IC&RC, research the training, and vote on the matter at the June 7, 2012 Board meeting.

Rose Grant was in attendance at 11:15 a.m. to present the budget and financial report.

Hagen moved to approve the financial information as presented. Sevening seconded the motion, motion carried.

11:30 a.m. Bogue called for Public Input. Hearing none, he proceeded with the agenda.

The Licensure Work Group recommended the CBADP adopt the acronym Addiction Counselor (AC) in lieu of Alcohol and Drug Counselor (ADC). The IC&RC is requiring all member Boards to adopt the unified acronym (AC). Peitz volunteered to contact the IC&RC to inquire whether there will be repercussions if the CBADP deviates from their recommendation.

Koller gathered information from other South Dakota Boards regarding who completes the initial investigation for ethical complaints. The majority of other Boards have individuals on the Board, who complete the initial investigation and make recommendations to the full board.

The Board reiterated that eliminating the Intern Status is beneficial for individuals in the field and agencies, as agencies would be able to bill for services provided by Trainees and the process would be more efficient for individuals. Services provided by Interns are not billable.

Per the recommendation of the Licensure Workgroup, Sevenson moved to delete the following section from the proposed Administrative Rules: 46:33:07:07 A CDCT or PST that has completed the five year recognition period and has not become certified and has not been granted an extension shall wait 24 months before reapplying for certification or recognition. The trainee may not present himself or herself as a CDCT or PST during the 24-month waiting period. An applicant may retest during the 24-month waiting period upon the submission of the request to retest and payment of the applicable testing fees. Peitz seconded the motion, motion carried.

The Licensure Workgroup inquired whether it's necessary to have a separate Code of Ethics for Prevention Specialists and questioned whether it's a possibility to combine the two codes into one. After careful consideration, it was the Board's decision to continue with current practice. Prevention professionals will continue to sign a separate Code of Ethics that is pertinent to their scope of practice.

The Board was in agreement that the following information be included in the Standards Manual: The Service Provider fee for continuing education approval is \$25.00. However, if there is no fee for the training, the Service Provider is not required to submit the fee to the CBADP. If the Service Provider submits documentation that the training is offered not for profit, the service provider fee is still required.

The Licensure Workgroup recommended the CBADP consider implementing a reinstatement fee for certified individuals whose status lapsed. The Board discussed the ongoing issues the Administrative Office encounters every month with lapsed individuals requesting reinstatement. The Board considered implementing the following policy: A certified individual will have the opportunity to submit a request for reinstatement within fifteen days of the last day of their birth month, to include a \$150.00 reinstatement fee. If the request is received in the CBADP office or postmarked by the fifteenth day of the month, the individual may be granted reinstatement. The Board did not vote or make a decision regarding the proposal. The Board will further discuss the matter at the June Board meeting.

Amy Iversen-Pollreis joined the meeting at 1:30 p.m.

Iversen-Pollreis informed the Board that it is no longer necessary for the CBADP to submit a monthly list of trainees and certified individuals, whose status lapsed, to the Department of Behavioral Health Services.

Bratkiewicz in attendance at 2:00 p.m to discuss pending ethical matters.

Bogue moved the Board into Executive Session at 2:10 p.m.

Bogue declared the Board out of Executive Session at 3:00 p.m.

2007-9 The individual continues to write the Board seeking reinstatement. She/he has been informed that she/he can apply for reinstatement. However, she/he faces disciplinary action based upon the complaint that was pending at the time she/he let her/his status lapse. No Board action is required.

2009-3 & 2009-5 The Board reviewed the apology letter submitted by the individual and considered his/her application for Trainee Recognition. No decision was made regarding the application request. Instead, the Board instructed Bratkiewicz to write to the individual and his/her attorney to ask that he/she submit a monitoring or rehabilitation plan, setting forth what steps he/she believes are necessary and appropriate to ensure that he/she does not engage in the same kind of conduct that led to his/her certification being revoked in the first place.

2011-3 HPAP completed an evaluation and recommended monitoring. The Board was in agreement that the individual could continue working in the field as long as she/he continues to comply with HPAP, to include following all recommendations. Bratkiewicz will draft a Stipulation and Order to present to the individual.

2011-7 The Board agreed to close the file. However, Bratkiewicz will send a letter to DSS conveying the information, so the Department can determine if any action or further investigation is appropriate on an agency level.

2011-11 The Board accepts the Stipulation and enters the Order. The file will be closed upon service of the Notice of Entry of Order.

2011-12 The individual did not respond to the letter Bratkiewicz sent in December requesting information and a response to the complaint regarding her/his employment termination. Bratkiewicz will send another letter on behalf of the Board and extend a Stipulation voluntarily suspending her/his professional license as a certified counselor.

2012-2 Nelson sent a letter to the individual notifying her/him of the complaint and requested a response. Until the information is received, no Board action or decision is required.

2012-3 Nelson sent a letter to the individual notifying him/her of the complaint and requested a response. Until the information is received, no Board action or decision is required.

R.S. submitted an application for certification renewal in February. As part of the application materials, he/she completed a Statement of Felony Charges. In that Statement, the individual disclosed a Class 3 Felony and indicated he/she had received a Suspended Imposition of Sentence. In order for the CBADP to process the application, additional information was needed regarding the charge and conviction. Upon review of the requested information, it was the Board's decision that no additional information or action was needed and his/her status will remain active and in good standing. The CBADP processed the application for certification renewal.

The IC&RC approved M.F. application for reciprocity from Nebraska to South Dakota. However, in her/his South Dakota application materials, she/he disclosed prior felony convictions. The CBADP Standards Manual includes a Felony Standing rule. This rule precludes the certification or licensure of individuals who have not completed all felony-sentencing requirements. Therefore, the CBADP cannot process the reciprocity application. Upon successful completion of her/his sentence and she/he is no longer under parole supervision, the applicant may reapply for reciprocity.

The Board was in agreement that information regarding the Portfolio Review – Course Evaluation process needs to be included in the Standards Manual.

Due to financial and time constraints, the Board discussed whether or not it's necessary to have two Board members complete the Portfolio Review - Course Evaluation process. The Board was in agreement and confident that Sevensing is qualified and capable of completing the reviews on her own.

SR submitted a letter requesting an exception regarding the continuing education required for certification renewal. The individual was short trainings hours outside of agency sponsored trainings. It was the Board's decision to waive the 50% rule that is required for certification renewal. However, the Board will require an audit from the individual the next certification renewal cycle. Also, since continuing education is a requirement of IC&RC, he/she will not receive an international certificate and will not be eligible for reciprocity until February 2014.

Maria Eining was in attendance at 3:30 p.m. to provide the Board with an update regarding the Health Professionals Assistance Program (HPAP) and discuss the progress of program participants.

Sevensing moved to adjourn the meeting at 4:10 p.m. Peitz seconded the motion, motion carried.

Respectfully submitted: Tina M. Nelson